

Free and Secure Trade (FAST)

Highway Carrier Application Process

Available on-line only.

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FAST – Highway carrier – Application process

Free and Secure Trade (FAST) Highway Carrier Registration is the result of the Manley-Ridge Smart Border Declaration – 30-Point Action Plan, and is a harmonized program involving the Canada Customs and Revenue Agency (CCRA) and the United States Bureau of Customs and Border Protection (CBP). The CCRA and the CBP are co-operating in this program to simplify border crossing for pre-approved low-risk highway carriers.

Highway carriers authorized to use the FAST program will:

- have a demonstrated history of complying with all relevant legislative and regulatory requirements;
- have entered into an undertaking with the CCRA to provide the information required in Section E of this guide **and** signed a Partners in Protection (PIP) Memorandum of Understanding (Canada only);
- have made a commitment to security-enhancing business practices as required by the U.S. Customs Trade Partnership Against Terrorism (C-TPAT) and Canada's PIP program(s);
- use drivers that are in possession of a valid FAST commercial driver card when using FAST clearance; and
- in the case of carriers seeking FAST clearance into Canada, be bonded and have the necessary business processes required for the Customs Self Assessment (CSA) program.

This document will guide you through the necessary steps to become a FAST approved highway carrier.

What are the benefits?

FAST approved highway carriers will benefit from:

- dedicated lanes (where available) for greater speed and efficiency in the clearance of FAST transborder shipments;
- reduced cost of compliance with customs requirements; and
- a strong and ongoing partnership with the Canadian and U.S. Customs administrations in recognition of their shared objective to enhance security and safety while protecting the economic prosperity of both countries.

How do I apply?

In this guide you will find information on the FAST program as well as on a comprehensive application process that must be completed in order to become a FAST participant.

Use any text processor to answer the bullets listed in sections A-F (sections A-G for Canadian Applications) and submit the document as your application to the FAST program.

Highway carriers have three options in becoming a FAST participant:

- FAST participant for expedited clearance into the United States only (complete sections A-F and mail completed application document to U.S. address only);
- FAST participant for expedited clearance into Canada only (complete sections A-G and mail completed application document to Canada address only);
- FAST participant for expedited clearance into both Canada and the United States (complete sections A-F and mail to the U.S. address and complete sections A-G and mail to the Canadian address).

The addresses for the FAST program in both Canada and the U.S. can be found in section H of this guide.

For FAST clearance into the United States, you must:

- complete the Sections A, B, C, D, E, and F in a text document as instructed in this document.

For FAST clearance into Canada, you must:

- be CSA approved; and
- have entered into an undertaking to provide the information required in Section E of this guide **and** sign a PIP Memorandum of Understanding.

Notes

To obtain FAST clearance into Canada you must use a FAST approved driver and be carrying qualifying goods for a FAST approved importer.

To obtain FAST clearance into the United States you must use a FAST approved driver and be carrying qualifying goods for a C-TPAT approved importer.

You will be subject to random compliance and enforcement checks at any time by both Canada and the U.S.

What information must I provide?

The following sections give details about the information you must provide to apply for FAST. Unless otherwise specified, this information is preferred in electronic format.¹ For the certification process, highway carriers are to use company letterhead and have an authorized officer sign that the completed company profile is true and complete (Section F).

¹ Preferred medium is compact disc (CD)

Section A – Corporate information

You are required to provide:

- your company, trading, operating, or partnership name(s);
- your Business Number (BN) (Canada only);
- your language of correspondence (applicants to Canada have the option of either English or French)
- your bonded carrier code (Canada only);
 - applications to become a bonded carrier or Freight forwarder may be obtained from:
www.ccra.gc.ca/customs/business/importing/transportation/highway/carrier/menu-e.html
- your U.S. Department of Transportation (DOT) carrier registration number (U.S. only);
 - applications for U.S. DOT numbers may be obtained from the Web site **www.usdotregistration.com**;
- your U.S. Standard Carrier Alpha Code (SCAC) (U.S. only);
 - applications for SCAC codes may be obtained from the National Motor Freight Traffic Association
www.nmfta.org;
 - Upon receipt, fax your NMFTA SCAC approval letter to:
Customs and Border Protection
Attn: SCAC Registration Desk
U.S. Fax (703) 921-7173

Notes

For security purposes, P.O. Box addresses are not acceptable as a primary business address in the US FAST application process and the company physical street address is required. Also, to avoid delays in your U.S. FAST approval process, please make sure that the address you have registered with the NMFTA has the correct physical street address.

To ensure no delays are encountered when crossing the border, SCAC codes must be renewed with the NMFTA on a yearly basis.

- your legal business name;
- your business address;
- your mailing address (if different from business address);
- your ownership type – e.g., a:
 - corporation
 - sole proprietor
 - partnership
 - other (describe)
- your Web site address (where available);
- a FAST contact name within your company:
 - title and address of the above contact name (include phone number, fax number, and e-mail address)

- how many shipments (releases) transported into Canada during the past 24 months;
- how many passages (crossings with freight) did you transport into the U.S. during the past 24 months;
- how many years have you been transporting international shipments;
- what border crossings do you normally use;
- if you move goods for any importer to whom you are related (including yourself), include their business names and numbers;
- the name and address for all terminals or warehouses you own or operate;
- general information on your company such as when it was founded, the size of your company (how many employees); and
- what services do you offer (e.g., intermodal, freight forwarding).

Section B – Corporate structure

Provide the following information for **all** of your Canadian and U.S. divisions:

- company, trading, operating, or partnership name(s);
- legal business name;
- business type, e.g., carrier, freight forwarder, courier, importer, broker;
- business address;
- Web site address (where available);
- number of years in the transport industry;
- Business Number(s) (BN) (Canada only);
- your U.S. Department of Transportation (DOT) carrier registration number (U.S. only);
- your U.S. Standard Carrier Alpha Code (SCAC) (U.S. only);
- carrier codes (Canada only).

Section C – Drivers and owner-operators

- Do you employ company drivers?
- Do you contract owner-operators?² (provide list of names, addresses and dates of birth)
- If you use drivers from an external source, give the name, address, and phone number of the agencies used.

² Owner-operators include drivers who own their equipment and owners of multiple pieces of equipment (fleet operators) who dedicate equipment to the FAST applicant carrier by written contractual agreement.

Drivers must be in possession of a valid FAST commercial driver card to use the FAST program.

Section D – Partners in Protection (PIP) Memorandum of Understanding – Customs Trade Partners Against Terrorism (C-TPAT) Highway Carrier Agreement

As part of your commitment to enhanced security, the following documents require the signature of an authorized company officer, in duplicate, for **each** nation to which you are applying.

- FAST applicants to Canada must enter into an undertaking agreeing to complete and send the security questionnaire set out in Section E of this guide, **and** enter into a Partners in Protection (PIP) Memorandum of Understanding (carriers) (Appendix I contains the link to the PIP Web site for this document).
- FAST applicants to the United States only must sign the Customs Trade Partners Against Terrorism (C-TPAT) Highway Carrier Agreement (Appendix II contains the link to the CBP Web site for this document).
- FAST applicants to Canada and the U.S. are required to enter into both the undertaking to complete and send the security questionnaire set out in Section E of this guide, **and** the PIP Memorandum of Understanding, **and** the C-TPAT Highway Carrier Agreement.

The mailing addresses for these documents can be found in Section H of this guide.

Section E – Security questionnaire

Security is an important element of our partnership. We are looking to our partners to ensure sound security measures are implemented to help protect Canada and the United States from any unwanted persons or goods that could pose a threat to either country.

To assist you in the completion of the security questionnaire, the PIP and C-TPAT “Highway Carrier Security Recommendations” are attached in Appendix III.

To facilitate the application process, within 60 days of signing the Partners in Protection (PIP) Memorandum of Understanding and/or the C-TPAT Highway Carrier Agreement, provide an executive summary outlining the process elements of the security procedures you currently have in place. At a minimum, address the following elements:

Physical security

- Describe what measures are in place to protect the physical security of your company’s facilities and conveyances.
- What measures are in place to prevent theft of goods at your premises or while in transit?
- What security measures are in place with respect to shipping and receiving controls?
- What security measures are in place to protect your automated systems?
- Describe your security program’s internal controls and method to report and correct problems.
- Describe the changes you envision making to improve security. Identifying perceived weaknesses or gaps would not necessarily prohibit participation in C-TPAT or PIP. If you plan to implement changes to improve security, please provide an estimated date of implementation for those changes. Customs is committed to working with you to identify effective corrections and adjustments to your processes that will result in a more secure supply chain operation.

Personnel security

- Describe what pre-employment screening, recruiting practices, and periodic background checks are conducted on your employees and any owner-operators.
- Describe the training your employees are given on security awareness and procedures.
- What is your code of conduct policy regarding security violations?
- What internal controls are in place for reporting and managing problems related to personnel security?

Service providers

- What security standards do you have to protect your property, conveyances and freight when employing service providers? Service providers include, but is not limited to the following examples: owner operators; driver agencies; temporary agency labourers, etc.
- Describe your plans to include major service providers and international trade chain partners in enhanced security measures, such as:
 - the Customs Trade Partnership Against Terrorism (C-TPAT);
 - the Carrier Initiative Program (CIP);
 - the Super Carrier Initiative Program (SCIP);
 - the Business Anti-Smuggling Coalition (BASC);
 - the Partners in Protection (PIP) program; or
 - the Customs Self-Assessment (CSA) Program.

The security measures you have described are subject to verification by customs. Indicate the contact person, phone number, and location at which the detailed procedures are available for review by customs in a verifiable format.

The carrier and customs acknowledge that during the processing of the security questionnaire, customs may become privy to confidential information about the carrier. Customs recognizes the highly confidential and proprietary nature of such information, and agrees to take the appropriate measures to maintain the confidentiality of this information.

Section F – Terms and conditions

Certification of the information submitted as being true and complete must be made on company letterhead, dated, and contain the original signature of an authorized officer of the company.

The laws that protect personal information collected by government agencies differ in Canada and the United States.

The U.S. *Privacy Act* applies to U.S. citizens and U.S. permanent residents, including Canadian and other nationals who fall into either of these two categories. The Canadian *Privacy Act* applies to all persons applying to the Canadian portion of the program.

Penalties for the providing of false information

The failure to provide true, accurate, and complete information in an application to the FAST program may result in denial of this application. Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact, or using any false document in submitting this application.

If you are found in violation of the terms and conditions of this program, we may cancel your privileges and you may be subject to fines, penalties, and criminal charges.

Section G – Additional requirements for Canadian participants

This section must be completed in order for a highway carrier to be eligible for expedited FAST clearance into Canada. FAST applicants must demonstrate how:

- their business systems maintain accurate controls;
- their systems provide appropriate audit trails; and
- their internal controls and links allow them to follow a shipment from the initial order through the delivery of that shipment and payment of the invoice.

Before completing the following section contact your designated customs compliance manager.

Answer each of the questions below and submit, with your answers, the requested supporting documentation.

This section may be completed and submitted at the same time as the previous sections.

Note

If you use separate systems or procedures for individual clients or contracts, you must complete this section for each system.

Business systems flow

In this section please describe the current business system flow for an international Canada-bound shipment, from the time a shipment is booked, through delivery of the goods to the importer, to invoicing and receipt of payment. Please answer each question below. If a question is not applicable, please indicate N/A.

Sales

- How are sales, orders taken? By phone, fax email, scheduled runs, etc.?
- What documents are generated at the time an order is taken and how are they linked to the delivery and billing process?

Control Number

- What is the Control number (PRO Number, Trip Number, Order Number, etc.) and when in the process is it generated?
- Is there only one control number throughout the process and are all documents linked to this number?
- Is/are the Control number(s) system generated?
- Does the Control number(s) ever repeat? If so, how often?

Dispatch

- What is the procedure for driver dispatch? Satellite, Phone, scheduled runs, etc.?
- What documents are generated at time of dispatch (trip number or next internal tracking document)?
- How are the documents linked from sales to dispatch?

Process

- How does the driver obtain each of the documents related to the shipment?
- When in the process is each of these documents generated and by whom (internal or external)?

Delivery

- How does the driver relay the information that a shipment has been delivered to the consignee?
- What happens in the system when notification is received that a delivery has taken place?
- Once the shipment has been delivered, how is the paperwork submitted and how is the control number referenced (trip envelope, etc.)?
- Is there a designated person responsible to ensure that Customs documents and Proof of Delivery are included in the documents handed in by the driver?

- What procedure is in place to track missing Customs documents and/or POD?

Billing

- What is the billing process?
- Are the invoice numbers and control numbers the same or different? If different how is the control number referenced on the invoice?
- How is physical shipment information/paperwork filed? By PRO number, invoice number, alphabetically, etc.?

Attach one set of sample documents (e.g., bills of lading, waybills, invoices, customs control documents, Form, A8A *Customs Cargo Control Document*, equipment lists, equipment usage logs, and dispatch records). Identify at what point in your process each of these documents is generated.

Please attach a Canada bound sample list or printout of approximately 25 shipments. These are shipments that originated in the United States and were delivered by your company to a customer in Canada. This list or printout should be manually generated or systems generated and provide the following information about each shipment.

- Invoice Or Pro number or Trip Identification Number
- Date of Order or pickup
- Date of Delivery
- Shipper Name and full address, including country
- Pick up address including country
- Customer name and full address, including country
- Delivery location including country

This listing must contain, but is not limited to, the above noted information.

Please do not send the backup documentation for these 25 shipments, just the list.

Describe the procedures that you have in place to control and report:

- overages, shortages, or damaged goods; and
- lost, astray, and refused shipments.

Free and Secure Trade (FAST) requirements

FAST clearance process: A FAST commercial driver registration card and the bar codes must be presented to identify the driver, carrier, and importer when a FAST shipment arrives at the Canadian border. It is the carrier's responsibility to ensure that this required information accompanies the shipment.

Describe the procedure that will be implemented to ensure the correct bar codes will be presented with the FAST shipment.

Audit trail requirements

Describe how your system will:

- identify a FAST shipment;
- identify a FAST approved importer or customer;
- identify a FAST registered driver;
- produce a list that will identify shipments that were authorized to be delivered but were not delivered to the consignee within 40 days of the date that they were reported at the border; and
- provide and maintain a current list of owner-operators, terminals and warehouses.

You must maintain proof of delivery for goods that have been "authorized to deliver." Describe how your system will provide an audit trail to prove the delivery of a FAST shipment to the FAST importer, owner, or domestic consignee.

Section H – Contact information

Additional information can be found on the following Web sites:

the PIP and CSA programs at www.ccra.gc.ca;

the FAST C-TPAT programs at www.cbp.gov.

Mail U.S. FAST applications to:

FAST Carrier Registration Office
Bureau of Customs and Border Protection
Suite 100R
50 South Main Street
St. Albans VT 05478
USA

Mail Canadian FAST applications to:

FAST Carrier Application
CSA/FAST Division
Canada Customs Revenue Agency
199 County Court Blvd
Brampton ON L6W 4P3
CANADA

Before you mail your application, make sure you have:

- provided a signed copy of the undertaking to enter into and complete the Security Questionnaire;
- **two** signed copies of the PIP MOU. An original signature is required on both copies;
- **two** signed copies of the C-TPAT Highway Carrier Agreement. An original signature is required on both copies; and
- used company letterhead and had an officer of the company sign the certification of the information as being true and complete.

**Partners in Protection (PIP)
Memorandum of Understanding (carriers)**

For more information on PIP, visit the CCRA Web site at:
www.ccra.gc.ca/customs/general/enforcement/partners/menu-e.html

**Customs Trade Partners Against Terrorism (CTPAT)
Highway Carrier Agreement**

For more information on C-TPAT, visit the U.S. Customs and Border Protection Web site at:

www.cbp.gov

Security recommendations



Canada Customs
and Revenue Agency

Agence des douanes
et du revenu du Canada



Highway Carrier Security Recommendations Customs Trade Partnership Against Terrorism (C-TPAT) Partners in Protection (PIP)

These are general recommendations that should be followed on a case-by-case basis depending on the company's size and structure, and may not be applicable to all.

These recommendations will assist you in the development, implementation, and maintenance of a sound plan to enhance security procedures.

Conveyance Security: Integrity should be maintained to protect against the introduction of unauthorized personnel and material. Conveyance security procedures should include the physical examination of all readily accessible areas, securing all internal/external compartments and panels, and procedures for reporting cases in which unmanifested or non-reported material, or signs of tampering, are discovered.

Physical Security: All carrier buildings and yards should be constructed of materials, which resist unlawful entry and protect against outside intrusion. Physical security should include adequate locking devices on external and internal doors, windows, gates, and fences. Perimeter fencing should be addressed, as well as adequate lighting inside and outside the facility, to include the parking areas. There should be segregation and marking of international, domestic, high-value, and dangerous cargo within the warehouse by a safe, caged, or otherwise fenced-in area.

Access Controls: Unauthorized access to facilities and conveyances should be prohibited. Controls should include the positive identification of all employees, visitors, and vendors as well as procedures for challenging unauthorized/unidentified persons.

Procedural Security: Procedures should be in place to protect against unmanifested or non-reported material being introduced aboard the conveyance. Security controls should include the proper marking, weighing, counting, and documenting of cargo/cargo equipment under the supervision of a designated security representative. Procedures should be in place for verifying seals on containers and trailers, and a system for detecting and reporting shortages and overages. The timely movement of incoming and outgoing cargo should be tracked, and there should be procedures for notifying customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.

Manifest Procedures and Data/Documentation Protection: Companies should ensure that manifests are complete, legible, accurate, and submitted in a timely manner to customs. Measures should be taken to protect electronic assets, including advising employees of the need to protect passwords and computer access. Measures should also be taken to secure the storage of unused forms, including manifests, to prevent the loss or unauthorized use of such documentation.

Personnel Security: Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications.

Education and Training Awareness: A security awareness program should be provided to employees, including recognizing internal conspiracies, maintaining cargo integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.